

GS-006

Correctional Institution Administration Series

GS-006

Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Administrative and Management Positions."

EDUCATION

Undergraduate and Graduate Education: Major study—correctional administration, criminology, psychology, social work, sociology, or other fields related to the position.

OR

EXPERIENCE

General Experience (for GS-5 positions): Responsible experience in dealing with people that demonstrated the ability to work effectively with inmates and associates in a correctional environment. Such experience may have been gained in a correctional institution, a community crime or delinquency prevention program, or in any line of work that involved extensive contacts with people for the purpose of rehabilitating, teaching, instructing, or guiding them.

Specialized Experience (for positions above GS-5): Directly related experience that included substantial involvement with a correctional program and provided a thorough knowledge of correctional techniques, or experience in meeting and dealing with people that demonstrated the ability to work effectively with inmates and associates in a correctional environment.

For positions at GS-11 and above, experience must also have demonstrated the ability to perform supervisory or administrative duties successfully. This includes (1) understanding the problems of custody, treatment, training, and release of inmates of penal or correctional institutions; (2) a thorough and comprehensive knowledge of an institution's internal policies, programs, regulations, and procedures; and (3) training subordinates, coordinating and directing activities and functions, evaluating performance of operations and the effectiveness of programs, and maintaining high standards or work objectives. This experience must have been gained in an administrative position, or in other positions that included the successful direction, or assistance in the direction of, an entire correctional program or a major phase of such a program.

MEDICAL REQUIREMENTS

The following requirements apply to employees occupying positions covered by this standard, as well as to applicants for such positions.

Applicants and employees must be physically and mentally able to performing efficiently the essential functions of the position without hazard to themselves or others. Depending on the essential duties of a specific position, usable vision, color vision, hearing, or speech may be required. However, in most cases, a specific physical condition or impairment will not automatically disqualify an applicant for appointment. The loss or impairment of a specific function may be compensated for by the satisfactory use of a prosthesis or mechanical aid. Reasonable accommodation may also be considered in determining an applicant's ability to perform the duties of a position. Reasonable accommodation may include, but is not limited to, the use of assistance devices, job modification or restructuring, provision of readers and interpreters, or adjusted work schedules. Also, all positions involving Federal motor vehicle operation carry the additional medical requirements specified in the "General Policies and Instructions" section of this Manual.

GS-007

Correctional Officer Series

GS-007

This is an individual qualification standard.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION

Undergraduate Education: Successful completion of a full 4-year course of study in any field leading to a bachelor's degree, in an accredited college or university, is qualifying for GS-5 level positions.

Graduate Education: One full academic year of graduate education with major study in criminal justice, social science, or other field related to the position is qualifying for GS-7. Graduate education may be prorated according to the grade level of the position to be filled, however, it is not qualifying for positions above GS-7.

OR

EXPERIENCE

General Experience (for GS-5 positions): Three years of general experience, 1 year of which was equivalent to at least GS-4, are qualifying for positions at the GS-5 level. This experience must have demonstrated the aptitude for acquiring knowledge, skills, and abilities required for correctional work, and, in addition, demonstrate the possession of personal attributes important to the effectiveness of correctional officers, such as:


- Ability to meet and deal with people of differing backgrounds and behavioral patterns.
- Ability to be persuasive in selling and influencing ideas.
- Ability to lead, supervise, and instruct others.
- Sympathetic attitude towards the welfare of others.
- Ability to reason soundly and to think out practical solutions to problems.
- Ability to make decisions and act quickly, particularly under stress.
- Poise and self-confidence, and ability to remain calm during emergency situations.

Qualifying general experience may have been gained in work such as:

- Social case work in a welfare agency or counseling in other types of organizations.
- Classroom teaching or instructing.
- Responsible rehabilitation work, e.g., in an alcoholic rehabilitation program.
- Supervising planned recreational activities or active participation in community action programs.
- Management or supervisory work in a business or other organization that included directing the work flow and/or direct supervision of others.
- Sales work, other than taking and filling orders as in over-the-counter sales.

Specialized Experience (for positions above GS-5): One year of specialized experience equivalent to at least the next lower level in the normal line of progression is qualifying for positions at grade GS-6 and above. Specialized experience must have equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position to be filled. Experience may have been gained in work such as police officer, mental health counselor in a residential facility, or detention officer.

EMPLOYMENT INTERVIEW

The personal qualities and characteristics of the applicant are the most critical of all the requirements for Correctional Officer positions. The applicant must be willing to perform arduous and prolonged duties on any of three shifts. In addition, the applicant must possess certain personal qualities in order to relate to inmates effectively in a correctional setting. These include empathy, objectivity, perceptiveness, resourcefulness, adaptability and flexibility, stability, and maturity. 

GS-007 (Continued)

Before appointment, candidates may be required to appear before a panel of specialists in correctional administration for an employment interview to determine the extent to which the candidates possess these and other qualities necessary to perform Correctional Officer duties adequately. The interview will also serve to acquaint applicants with further details of, and the environment surrounding, the position. A determination by the panel that a person who is otherwise qualified does not possess such personal characteristics to the required degree may result in removal of his/her application from further consideration.

MEDICAL REQUIREMENTS

The Department of Justice, Bureau of Prisons has established the following medical requirements for Correctional Officer positions:

The duties of these positions involve unusual mental and nervous pressure, and require arduous physical exertion involving prolonged walking and standing, restraining of prisoners in emergencies, and participating in escape hunts. Applicants must be physically capable of performing efficiently the duties of these positions, and be free from such defects or disease as may constitute employment hazards to themselves or others, and have no deformities, disfigurements, or abnormalities that tend to be conspicuous. Persons having remediable defects or curable diseases, and who are otherwise qualified, will be admitted to the examination but must submit proof, during the time the list of eligible competitors exists, that the defects or diseases have been remedied or cured before they may be considered for appointment. The duties of a Correctional Officer are arduous, and sound health and physical condition are required.

No height or weight limits are specified, but weight must be in proportion to height. Male applicants under 66 inches and female applicants under 63 inches in height will be especially evaluated for stamina and vigor.

Vision: Uncorrected vision must be no less than 20/100 (Snellen) in each eye, capable of full correction to 20/30 (Snellen) in each eye, provided that defective vision is not due to active or progressive organic disease.

Hearing: Hearing in each ear must be normal, i.e., 15/15 in each ear by the whispered voice test. Hearing aids are not acceptable.

General: Hernia (with or without truss); organic heart disease (whether or not compensated); severe varicose veins; serious deformities or disabilities of extremities (including weak feet); chronic constitutional disease; marked abnormality of speech; facial disfigurement; or other serious physical defect or disease will disqualify for appointment. Disease of the nervous system or history or presence of mental disease or emotional instability may disqualify an applicant for appointment. Before entrance on duty, appointees will be given, without expense to them, a physical examination by a Federal medical officer, and will be rejected if they do not meet the standards specified above. Any person reporting for duty at the place of assignment and found ineligible because of physical defects cannot be appointed.

GS-011

Bond Sales Promotion Series

GS-011

Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Administrative and Management Positions."

Specialized Experience (for positions above GS-5): Experience that demonstrated the ability to perform work involving promoting and maintaining the sales of U.S. Savings Bonds. Examples of qualifying specialized experience include:

- Progressively responsible work using the methods, principles, practices, and techniques of promoting a sales program that dealt with analyzing and solving problems and evaluating needs of clientele to administer public promotional programs, including the press, radio, and television media.
- Management of a substantial fund-raising campaign involving extensive public relations activities that demonstrated the ability to convey information orally and in writing and to work with volunteers to obtain their aid in support of a program or project.
- Scheduling, planning, and conducting meetings with officials to obtain their support and participation in marketing efforts and in establishing and maintaining two-way communication between a promotion/sales organization and executives/managers of business, industry, financial organizations, communities, and government executives.
- Work as a financial broker or company sales representative promoting a concept or product, such as insurance sales or benefits in an assigned geographic area, and that involved identifying new areas for possible expansion.

GS-018 Safety and Occupational Health Management Series GS-018

Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Administrative and Management Positions."

EDUCATION

Undergraduate and Graduate Education: Major study—safety or occupational health fields (safety, occupational health, industrial hygiene), or degree in other related fields that included or was supplemented by at least 24 semester hours of study from among the following (or closely related) disciplines: safety, occupational health, industrial hygiene, occupational medicine, toxicology, public health, mathematics, physics, chemistry, biological sciences, engineering, and industrial psychology.

OR

EXPERIENCE

General Experience (for GS-5 positions): Experience in scientific or technical work that provided a n understanding of the basic principles and concepts of the safety and occupational health field. Creditable general experience must have demonstrated the achievement of knowledge equivalent to the education described above.

Specialized Experience (for positions above GS-5): Experience in or related to safety and occupational health that provided the specific knowledge, skills, and abilities to perform successfully the duties of the position. Examples of qualifying specialized experience include:

- Managing safety or occupational health program elements.
- Developing and recommending safety and occupational health policy to higher levels of management.
- Applying safety and occupational health laws, regulations, principles, theories, practices, and procedures to advise on or resolve technical matters dealing with occupational safety and health requirements.
- Developing safety and occupational health standards, regulations, practices, and procedures to eliminate or control potential hazards.
- Developing or implementing programs to reduce the frequency, severity, and cost of accidents and occupational illnesses.
- Analyzing or evaluating new and existing jobs, processes, products, or other systems to determine the existence, severity, probability, and outcome of hazards.
- Designing or modifying workplaces, processes, products, or other systems to control or eliminate hazards.
- Inspecting or surveying workplaces, processes, products, or other systems for compliance with established safety and occupational health policies or standards and to identify potential new hazards.
- Training of workers, supervisors, managers, or other safety and occupational health personnel in safety or occupational health subjects.
- Work in occupational fields such as industrial hygienist, safety engineer, fire prevention engineer, health physicist, and occupational health nurse.

OR

CERTIFICATES

Certification as a Certified Safety Professional (CSP), Certified Industrial Hygienist (CIH), or Certified Health Physicist (CHP), or similar certification that included successful completion of a written examination meets the requirements for GS-5. Applicants may also qualify for higher grade levels based on their education and/or experience.

GS-019

Safety Technician Series

GS-019

Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Technical and Medical Support Positions."

Specialized Experience (for positions at GS-4 and above): Experience that involved: (1) identifying, preventing, or eliminating safety hazards in work methods or environmental conditions; or (2) safety training or promotion. Such experience must have provided a practical knowledge of occupational and environmental safety hazards, survey techniques, and control and preventive methods. Examples of qualifying specialized experience include: biological technician, medical technician, engineering technician, fire prevention inspector, and environmental health worker.

OR

Education and Training:

For GS-4: Successful completion of 2 years of study that included at least 12 semester hours of courses in safety, fire prevention, industrial hygiene, psychology, engineering, or in the agricultural, biological, or physical sciences.

For GS-5: Successful completion of a full 4-year course of study leading to a bachelor's degree with major study or at least 24 semester hours in any combination of subjects such as safety, fire prevention, industrial hygiene, or other directly related subjects.

GS-020

Community Planning Series

GS-020

Use the individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Professional and Scientific Positions."

Basic Requirements:

A. Degree: community planning; or related field such as urban affairs, architecture, landscape architecture, engineering, sociology, geography, economics, political science, or public administration that included at least 12 semester hours in the planning process, socioeconomic and physical elements of planning, urban and regional economic analysis, and development finance.

Note: Applicants with degrees in related fields, such as those listed above, who do not have the 12 semester hours of specified course work must have had at least 1 year of work experience in community planning acquired under the supervision and guidance of a community planner.

OR

B. Combination of education and experience—courses equivalent to a major in one of the above disciplines, or a combination of related courses totaling at least 24 semester hours in any combination of the above disciplines of which at least 12 semester hours were in the planning process, and socioeconomic and physical elements of planning, plus appropriate experience or additional education.

QUALIFICATION STANDARDS OPERATING MANUAL

GS-021

Community Planning Technician Series

GS-021

Use the "Group Coverage Qualification Standard for Technical and Medical Support Positions."

GS-023

Outdoor Recreation Planning Series

GS-023

Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Administrative and Management Positions."

EDUCATION

Undergraduate and Graduate Education: Major study—outdoor recreation planning or a related field such as: sociology, forestry, landscape architecture, economics, biological science, park administration, earth science, natural resource management and conservation, civil engineering, urban planning, or recreation. Applicants who qualify on the basis of graduate work in related disciplines must have one or more courses in outdoor recreation.

OR

EXPERIENCE

General Experience (for GS-5 positions): Experience that provided a knowledge of the requirements and practices of outdoor recreation planning or natural resource utilization and conservation.

Specialized Experience (for positions above GS-5): Experience that demonstrated the ability to plan and coordinate the use of land, water, and related resources for recreation and conservation purposes. Examples of qualifying specialized experience include:

- Ability to deal with people of differing backgrounds and behavioral patterns.
- Analysis and evaluation of outdoor recreation interests, habits, and needs of diversified groups, and the means for meeting those needs.
- Evaluation of land or water areas for their recreation and related potential use, such as wildlife reserve.
- Preparation or review of plans and programs for natural resource utilization and recreation area development.
- Solution of administrative, intergovernmental, socioeconomic, and other problems involved in providing adequate recreation opportunities while preserving, restoring, and enhancing the quality of the outdoor environment.

FOR DEPARTMENT OF THE INTERIOR POSITIONS WITH PILOT DUTIES

Applicants must:

- Possess a current FAA Commercial Airman Certificate with ratings appropriate for the duties performed;
- Possess an instrument rating;
- Have completed a minimum of 500 hours of flight time as Pilot-in-Command and 25 hours of flight time as Pilot-in-Command at night; and
- Possess a current Class II Medical Certificate.

U.S. OFFICE OF PERSONNEL MANAGEMENT

GS-025

Park Ranger Series

GS-025

This is an individual qualification standard.

EDUCATION AND EXPERIENCE REQUIREMENTS

The following table shows the amounts of education and/or experience required to qualify for positions covered by this standard.

QUALIFICATION STANDARDS OPERATING MANUAL

GRADE	EDUCATION	OR	EXPERIENCE
		General	Specialized
GS-1	None	None	None
GS-2	High school graduation or equivalent	6 months	None
GS-3	1 year above high school with 6 semester hours of related course work	6 months	3 months
GS-4	2 years above high school with 12 semester hours of related course work	6 months	6 months
GS-5	4-year course of study above high school leading to a bachelor's degree with 24 semester hours of related course work	None	1 year equivalent to at least GS-4
GS-7	1 full academic year of graduate education related to the occupation <i>or</i> superior academic achievement	None	1 year equivalent to at least GS-5
GS-9	2 full academic years of progressively higher level graduate education <i>or</i> master's or equivalent graduate degree related to the occupation	None	1 year equivalent to at least GS-7
GS-11	3 full academic years of progressively higher level graduate education <i>or</i> Ph.D. or equivalent doctoral degree related to the occupation	None	1 year equivalent to at least GS-9
GS-12 and above	None	None	1 year equivalent to at least next lower grade level

Equivalent combinations of education and experience are qualifying for all grade levels for which both education and experience are acceptable.

EDUCATION

Undergraduate and Graduate Education: Major study—natural resource management, natural sciences, earth sciences, history, archeology, anthropology, park and recreation management, law enforcement/police science, social sciences, museum sciences, business administration, public administration, behavioral sciences, sociology, or other closely related subjects pertinent to the management and protection of natural and cultural resources. Course work in fields other than those specified may be accepted if it clearly provides applicants with the background of knowledge and skills necessary for successful job performance in the position to be filled.

OR

EXPERIENCE

General Experience (for positions at GS-4 and below): Experience in administrative, professional, technical, investigative, or other responsible work that provided a familiarity with natural or cultural history; fish or wildlife habitat characteristics; techniques of resource protection and use; recreational



GS-025 (Continued)

use of public lands and facilities; enforcement of laws, rules, or regulations; fire prevention techniques and fire suppression methods; or the practice of interpersonal relations skills in dealing with the general public. Experience in substantive and relevant secretarial, clerical, or trades and crafts work is also qualifying if pertinent to the position to be filled. Experience of a routine nature, such as typing, filing, maintaining records, or other nonspecialized tasks is not qualifying.

Specialized Experience (for positions at GS-3 and above): Experience that demonstrated the knowledge, skills, and abilities necessary to perform successfully the duties of the position to be filled. Experience may have been in technical, administrative, or scientific work, fish and wildlife management, recreation management, law enforcement, or other park-related work. Examples of qualifying specialized experience include, but are not limited to, the following:

- Park guide or tour leader.
- Law enforcement or investigative work.
- Archeological or historical preservation research work.
- Forestry and/or fire management work in a park, recreation, or conservation area.
- Management, assistant, or program specialist work involving the development and implementation of policy related to protection, conservation, or management of park areas or similar operations.

USE OF SELECTIVE FACTORS

Some Park Ranger positions may require knowledge, skills, abilities or other qualifications that are in addition to those described in this standard. Examples include specialized certification(s), possession of a law enforcement commission, or other qualifications essential to successful performance in the position to be filled.

TEST REQUIREMENTS

Refer to Section V of this Manual for information about test requirements.

FOR DEPARTMENT OF THE INTERIOR POSITIONS WITH PILOT DUTIES

Applicants must:

- Possess a current FAA Commercial Airman Certificate with ratings appropriate for the duties performed;
- Possess an instrument rating;
- Have completed a minimum of 500 hours of flight time as Pilot-in-Command and 25 hours of flight time as Pilot-in-Command at night; and
- Possess a current Class II Medical Certificate.

GS-028 Environmental Protection Specialist Series GS-028

Use the "Group Coverage Qualification Standard for Administrative and Management Positions."

GS-029 Environmental Protection Assistant Series GS-029

Use the "Group Coverage Qualification Standard for Clerical and Administrative Support Positions."

GS-030

Sports Specialist Series

GS-030

Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Administrative and Management Positions."

EDUCATION

Undergraduate and Graduate Education: Major study—physical education.

OR

EXPERIENCE

General Experience (for GS-5 positions): Experience that provided a knowledge of the physical and psychological factors in individual and team sports, and the nature, purposes, and organization of recreational or competitive individual and team sports. Examples of qualifying general experience include:

- Physical education specialist.
- Athletic director, administrator, or coach in an educational, community, or industrial sports program.
- Umpire, official, or manager of individual or team sports competitions.

Specialized Experience (for positions above GS-5): Experience that demonstrated the ability to:

- Plan, supervise, administer, or carry out a sports program that includes a variety of individual and team sports; and
- Guide participants in developing the skills needed for participation in sports activities and to teach the techniques of various sports.

Examples of qualifying specialized experience include:

- Managing or administering a sports program in a community, industrial activity, or secondary school or college.
- Planning, teaching, or evaluating a physical education curriculum for secondary or higher academic levels.
- Managing, umpiring, or officiating at amateur or professional athletic events, competitions, or games.

GS-050

Funeral Directing Series

GS-050

This is an individual qualification standard.

LICENSE REQUIREMENT

Applicants must be licensed to practice embalming and funeral directing by a State, territory, or the District of Columbia.

EXPERIENCE REQUIREMENTS

All positions in this series require a minimum of 1 year of specialized experience equivalent to at least the next lower grade level in the normal line of progression. Experience must have been as an embalmer, funeral director, or mortuary officer that included restorative art and cosmetology. It must have required knowledge of the laws governing mortuary activities, including transportation of remains. The experience must also have demonstrated the ability to establish effective working relationships with individuals, groups, and the public.

Applicants for mortuary officer positions must have a thorough knowledge of all phases of a large mortuary program.

GS-060

Chaplain Series

GS-060

There is no OPM qualification standard for positions in this series. These positions are in the excepted service, and agencies establish their own qualification requirements for them.

GS-062

Clothing Design Series

GS-062

Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Administrative and Management Positions."

EDUCATION

Undergraduate and Graduate Education: Major study—textile technology, tailoring, clothing design , clothing production, anthropometry, anatomy, or physiology.

Other Education: Successful completion of a 4-year vocational high school course in the garment trade, tailoring, or clothing design is equivalent to 1 year of general experience.

OR

EXPERIENCE

General Experience (for GS-5 positions): Experience in design, tailoring, manufacture, or modification of clothing, headgear, footgear, or handgear, or in textile technology.

Specialized Experience (for positions above GS-5): Experience in the design and development of highly tailored outer garments or specialized occupational clothing such as aviators' and paratroopers' clothing, submarine escape suits, coveralls, field jackets, helmets, footgear, or other clothing for a particular functional or occupational purpose. Experience must have demonstrated knowledge of layout and fabrication methods. For positions at GS-9 and above, specialized experience must have involved primarily pattern making or grading.

GS-072

**Fingerprint Identification Series
One-Grade Interval Positions**

GS-072

Use the "Group Coverage Qualification Standard for Clerical and Administrative Support Positions."

GS-072

**Fingerprint Identification Series
Two-Grade Interval Positions**

GS-072

This is an individual qualification standard.

EXPERIENCE REQUIREMENTS

All positions covered by this standard require 1 year of specialized experience equivalent to at least the next lower grade level in the normal line of progression as indicated below.

For GS-7: Work that demonstrated the ability to classify inked fingerprints by the Henry and NCI C systems.

For GS-9: Work that provided knowledge of the techniques for comparing and lifting latent fingerprints on a wide variety of evidentiary materials; and in photographing latent and inked prints, and making photographic enlargements for court demonstrations.

For GS-11: Performing difficult latent fingerprint examinations, preparing written laboratory reports based on examinations, and testifying as an expert witness in the area of latent fingerprint examinations.

For GS-12: Analyzing complex fingerprint cases and imperfect and partial latent fingerprint impressions that contain only the minimum number of points necessary to make an identification, and conducting methods development projects to improve latent fingerprint examination capabilities.

GS-080

Security Administration Series

GS-080

Use the "Group Coverage Qualification Standard for Administrative and Management Positions."

GS-081**Fire Protection and Prevention Series****GS-081**

This is an individual qualification standard.

EXPERIENCE, EDUCATION, AND TRAINING REQUIREMENTS

The following table shows the amounts of experience, education, and/or training required to qualify for positions covered by this standard.

GRADE	EXPERIENCE		OR	EDUCATION/TRAINING
	General	Specialized		
GS-3	6 months	None		1 year of related education or training
GS-4	None	1 year equivalent to at least GS-3		2 years above high school with related course work
GS-5	None	1 year equivalent to at least GS-4		4-year course of study above high school leading to a bachelor's degree
GS-6 and above	None	1 year equivalent to at least next lower grade level*		None

Equivalent combinations of education and experience are qualifying for grade levels for which both education and experience are acceptable.

*See provision on crediting level of experience in inservice placement actions in the "General Policies and Instructions" section of this Manual.

EXPERIENCE

General Experience (for GS-3 positions): Work experience or military service that demonstrated the ability to follow directions and to read, understand, and retain a variety of instructions, regulations, and procedures and that otherwise demonstrates the ability to perform or learn to perform the duties of the position.


Specialized Experience (for positions at GS-4 and above): Experience that demonstrated the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position. Such duties may include (1) controlling or extinguishing fires as a member of an organized military, industrial, volunteer, or governmental fire department or brigade; (2) rescue operations; (3) detection, reduction, or elimination of potential fire hazards; (4) operation of fire communications equipment; (5) controlling hazardous materials incidents and/or (6) developing, implementing, or providing training in fire protection and prevention.

OR

EDUCATION/TRAINING

Education/Training (for positions at GS-5 and below): Appropriate firefighter training may be substituted for experience on a month-for-month basis. Firefighter training obtained as part of a high school curriculum may be substituted for the 6 months of general experience required for GS-3. Successful completion of a 2-year course of study in an accredited college or university in Fire Training, Fire Science, or other related fields of study is qualifying for GS-4. Successful completion of a 4-year course of study in an accredited college or university with major study in Fire Science, Fire Training, or other related fields of study is qualifying for GS-5.

USE OF SELECTIVE FACTORS

Some positions in this series require knowledge, skills, and abilities in addition to those described in this qualification standard. For such positions, job-specific selective factors may be required to ensure that applicants have the background necessary for successful performance in the position to be filled. For example, consideration may need to be limited for positions involving emergency medical treatment to applicants with certification as emergency medical technicians or for positions involving emergency response to hazardous substance releases to those individuals with appropriate experience, training, or certification. 

GS-081 (Continued)

REQUIREMENTS FOR MOTOR VEHICLE OPERATION

For those positions requiring employees to drive motorized firefighting equipment, candidates must possess and maintain a valid State motor vehicle operator's license of the appropriate classification or kind. Applicants also may be required to pass a practical road test and provide information on their driving record. See 5 CFR 930 and the "General Policies and Instructions" section of this Manual for additional requirements for motor vehicle operators.

MECHANICAL EQUIPMENT OPERATOR QUALIFICATIONS

For those positions requiring the operation of specialized firefighting pumping equipment, mounted pressurized systems, dispensing devices, and/or rescue tools, applicants may be required to demonstrate the ability, before appointment, to operate the specific equipment to which they will be assigned, or similar related types of hydraulic equipment.

PERFORMANCE TEST

Agencies may require candidates to demonstrate satisfactory performance of the minimum physical abilities necessary to perform safely and efficiently the essential tasks of a particular position. The abilities may be demonstrated through prior satisfactory performance in the same or a similar position, or agencies may choose to use a task demonstration. A task demonstration must be directly related to the essential job tasks, and thus, must consist of a sample of operations or steps that reflect a reasonably faithful representation of those selected job tasks. Any demonstration required must be uniformly applied to all similarly qualified candidates; the level of proficiency required cannot exceed that which is required in actual job performance; and reasonable accommodation must be provided where necessary.

MEDICAL REQUIREMENTS

Applicants for positions that have duties of an arduous or hazardous nature must meet the medical standards described below. Since individual positions may not include all such duties, a physical condition or impairment may be disqualifying for employment only if there is a direct relationship between the condition and the nature of the duties of the specific position to be filled.

Employees in positions involving firefighting duties or other duties involving arduous physical exertion may be subject to periodic (e.g., annual) medical examinations following appointment to determine fitness for continued performance of the duties of the position. (See 5 CFR 339.)

Any serious deviation from sound medical condition may be grounds for rejection of an applicant regardless of whether the condition is named below. Remediable defects or curable diseases will not exclude a person from consideration, but proof that such defects have been remedied or the disease cured must be received during the life of the eligible register before persons otherwise qualified may be considered for appointment under civil service rules.

Eyes: Corrected distant vision must be at least 20/30 in one eye and 20/70 in the other eye. Uncorrected distant vision is required only if it is likely that corrective lenses may be lost or broken. If so, uncorrected distant vision must be at least 20/100 binocular. Ability to distinguish basic colors is required. Applicants must be free from acute or chronic eye disease.



GS-081 (Continued)

Ears: Using an audiometer for measurement, there should be no loss of 30 or more decibels in the unaided worst ear at the 500, 1000, and 2000 Hz levels.

Nose, Mouth, and Throat: Applicants must be free from conditions that interfere with distinct speech, free breathing, or with the use of breathing apparatuses or protective equipment.

Lungs: Applicants must be free from any pulmonary or chest wall disease or condition that results in not being able to perform the duties of the position.

Heart and Blood Vessels: The following conditions may be cause for rejection: organic heart disease, valvular or vascular diseases, coronary heart disease, angina pectoris, recurrent syncope, or history of myocardial infarction.

Abdomen: Acute or chronic disease or inflammation of the abdominal viscera, hernia, or significant enlargement of the liver or spleen that interferes with the performance of the duties of the position will be cause for rejection.

Spine, Pelvic, Sacroiliac and Lumbo-Sacral Joints: Applicants must have free movement of spine and pelvic joints.

Neurological System: Degenerative neurological disease or disorder that results in documented evidence of neurological impairment that renders the applicant unable to perform the duties of the position will be cause for rejection. A history of serious mental disease may be disqualifying.

Extremities: Individuals cannot have anomalies in the number, form, proportion, and movement of the extremities that interfere with function. This includes non-united fractures; nonreducible dislocations; united fractures and reduced dislocations with incomplete restoration of function; amputation of arm, hand, leg, or foot; loss of any skeletal portion of the thumb of either hand; loss of more than the two distal phalanges of the ring or little fingers of either hand; ankylosed joints; pes cavus, weakfoot, or clubfoot; flatfoot with symptoms unresponsive to orthotics; loss or deformity of great toe or any two toes on the same foot; torn cartilage or loose foreign bodies within the knee joint; instability of the knee joint; or inadequately healed surgical procedure.

MAXIMUM ENTRY AGE

Title 5 U.S.C. 3307 authorizes the head of any agency to establish a maximum entry age for the original appointment of individuals to the position of firefighter.

GS-082

United States Marshal Series

GS-082

This is an individual qualification standard.

EDUCATION AND EXPERIENCE REQUIREMENTS

The following table shows the amounts of education and/or experience required to qualify for positions covered by this standard.

GRADE	EDUCATION	OR	EXPERIENCE
		General	Specialized
GS-5	4-year course of study above high school leading to a bachelor's degree	3 years, 1 year of which was equivalent to at least GS-4	None
GS-7	1 full academic year of graduate education or law school <i>or</i> superior academic achievement	None	1 year equivalent to at least GS-5
GS-9	None	None	1 year equivalent to at least GS-7
GS-11	None	None	1 year equivalent to at least GS-9
GS-12 and above	None	None	1 year equivalent to at least next lower grade level

Equivalent combinations of education and experience are qualifying for grade levels for which both education and experience are acceptable.

EDUCATION

Undergraduate Education: Major study—any field.

Graduate Education: Graduate study or law school education related to law enforcement, e.g., police science, is creditable for positions at GS-7 and below only.

OR

EXPERIENCE

General Experience (for GS-5 positions): Experience that demonstrated:

- Tact and ability to meet and deal with a wide variety of persons in all walks of life;
- Ability in oral expression;
- Ability to make decisions and act quickly under stress;
- Problem-solving ability; and
- Ability to prepare clear and concise reports.

Examples of qualifying general experience include:

- Work involving the correctional treatment and supervision of criminal offenders in correctional institutions.
- Classroom or volunteer teaching, instructing, or counseling.
- Sales work that involved determining customer requirements and matching customer needs with available merchandise.
- Interviewing that involved making determinations on individual requests for services, benefits, etc., and explaining, interpreting, and applying rules, regulations, and procedures.
- Work involving contacts with the public for the purpose of gathering information, such as credit rating investigator, claims adjuster, journalist, etc.
- Other experience that demonstrated decision-making and leadership ability.



GS-082 (Continued)

Specialized Experience (for positions above GS-5): Responsible law enforcement experience that required the exercise of tact, courtesy, and the ability to deal effectively with associates, subordinates, the public, and prisoners. Specialized experience may have been gained in work s uch as criminal investigation or other law enforcement work that included planning and carry ing out investigations, planning and making arrests, serving court orders, using firearms, and dealing with people in a persuasive, tactful, and resourcefu l manner. This experience should ha ve provided a knowledge of the law and court precedents as they relate to such matters as search and seizure, making arrests, and using firearms.

TEST REQUIREMENTS

Refer to Section V of this Manual for information about test requirements.

DRIVER'S LICENSE

Applicants must possess a valid driver's license at the time of appointment.

EMPLOYMENT INTERVIEW

In addition to meeting the requirements described above, applica nts must demonstrate in a pre-employment interview that they possess the personal characteristics necessary for successful performance in Deputy U.S. Marshal positions.

MEDICAL REQUIREMENTS

Specific medical requirements have been established by the Department of Justice, United States Marshals Service for Deputy U.S. Marshal positions. Informati on about these requirements may be obtained directly from the agency.

GS-083

Police Series

GS-083

This is an individual qualification standard.

EXPERIENCE, EDUCATION, AND TRAINING REQUIREMENTS

The following table shows the amounts of education and/or experience required to qualify for positions covered by this standard.

GRADE	EXPERIENCE		OR EDUCATION/TRAINING
	General	Specialized	
GS-2	3 months	None	High school graduation or equivalent
GS-3	6 months	None	1 year above high school
GS-4	6 months	6 months	2 years above high school
GS-5	None	1 year equivalent to at least GS-4	4 years above high school
GS-6 and above	None	1 year equivalent to at least next lower grade level	None

Equivalent combinations of experience and education are qualifying for grade levels for which both education and experience are acceptable.

EXPERIENCE

General Experience (for positions at GS-4 and below): Qualifying general experience includes experience in administrative, clerical, technical, or military work that involved protecting property, equipment, data, or materials; or that involved making judgments based on the application of directions, rules, regulations, or laws.

Specialized Experience (for positions at GS-4 and above): Experience that provided knowledge of a body of basic laws and regulations, law enforcement operations, practices, and techniques and involve d responsibility for maintaining order and protecting life and proper ty. Creditable specialized experience may have been gained in work on a police force; through service as a military police officer; in work providing visitor protection and law enforcement in parks, forests, or other natural resource or recrea-tiona l environments; in performing criminal investigative duties; or in other work that provided the require d knowledge and skills.

OR

EDUCATION/TRAINING

For GS-2: Graduation from high school may be substituted for the required experience.

For GS-3: One year of successfully completed study at an accredited school above the high school level with at least 6 semester hours of study pertinent to police work.

For GS-4: Two years of successfully completed study at an accredited school above the high school level with at least 12 semester hours in police administration, police law and evidence, polic e investigation, criminology, law enforcement, general law, or similar subjects closely related to police work.

For GS-5: Successful completion of a full 4-year course of study leading to a bachelor's degree in Police Science or a comparable degree program related to the work of the position.



GS-083 (Continued)

Successful completion of a Federal, State, county, or municipal police academy or comparable training course that included at least 40 classroom hours of instruction in police department procedures and methods, and local law and regulations, may be substituted for a maximum of 3 months of specialized experience or 6 months of general experience.

No substitution of education or training may be made for the required specialized experience at GS-6 and above.

TEST REQUIREMENTS

Refer to Section V of this Manual for information about test requirements.

INVESTIGATION OF FITNESS

A character investigation may be conducted on applicants selected for employment. The purpose of such an investigation is to secure evidence of the candidate's honesty, integrity, general character, and loyalty to the U.S. Government. Such investigations will be conducted under the security requirements of the hiring agency.

MEDICAL REQUIREMENTS

The duties of these positions require moderate to arduous physical exertion and/or duties of a hazardous nature. The following medical requirements apply to all applicants: good near and distant vision, ability to distinguish basic colors, and ability to hear the conversational voice. Agencies may establish additional, job-related physical or medical requirements provided that the specific position(s) involves the arduous or hazardous duties to which the physical requirements relate.

Applicants and employees must have the capacity to perform the essential functions of the position without risk to themselves or others. Applicants and employees must possess emotional and mental stability. In most instances, a specific medical condition or impairment will not automatically disqualify an applicant or employee. A medical condition or impairment is disqualifying only if the condition, for good medical reason, precludes assignment to or warrants restriction from the duties of the specific position. For some positions, the loss or impairment of a specific function may be compensated for by the satisfactory use of a prosthesis or mechanical aid. Reasonable accommodation shall also be considered in determining an applicant's ability to perform the duties of a position. Reasonable accommodation may include, but is not limited to the use of assistive devices, job modification or restructuring, provision of readers and interpreters, or adjusted work schedules.

All positions involving Federal motor vehicle operation carry the additional medical requirements specified in 5 CFR 930 and the "General Policies and Instructions" section of this Manual.

GS-084

Nuclear Materials Courier Series

GS-084

This is an individual qualification standard.

EXPERIENCE REQUIREMENTS

For all positions in this series applicants must have had 1 year of experience equivalent to at least the next lower grade level that demonstrated the ability to:

- Learn, comprehend, and apply courier rules, regulations, laws, general and special orders, and administrative procedures relating to protection and security systems; and
- Communicate effectively in person-to-person contacts.

Qualifying experience may have been gained in armed guard or security work. Such experience must have involved protecting property against the hazards of fire, theft, damage, accident, or trespass; maintaining law and order; protecting lives; or similar duties.

INTERVIEW

Applicants may be required to appear for an interview to determine whether they possess the personal characteristics needed to perform the duties of the position.

MOTOR VEHICLE OPERATION REQUIREMENTS

All courier positions require the operation of Government-owned motor vehicles, including tractor-trailers. Therefore, applicants must:

- Possess or acquire a valid State motor vehicle operator's license prior to appointment;
- Have a satisfactory driving record; and
- Continue to qualify after appointment for authorization to operate motor vehicles in accordance with applicable Federal regulations.


PERSONNEL ASSURANCE PROGRAM REQUIREMENTS

Applicants are subject to pre-employment drug testing, and may be required to undergo a psychological assessment prior to appointment with the Department of Energy.

MEDICAL REQUIREMENTS

General: The health of applicants and employees must be such that the individuals have the capacity to meet demands for performance in the position and for human reliability. Before entrance on duty and periodically during employment, applicants for and employees in these positions must undergo a medical examination and be physically and medically capable of performing the essential duties of the position efficiently and without hazard to themselves or others. Failure to meet any of the required physical or medical qualifications will usually be considered disqualifying for employment, except when substantial evidence is presented that the individual can perform the essential functions of the job efficiently and without hazard to himself/herself or others, with or without reasonable accommodation.

Vision: Distant visual acuity must be no worse than 20/70 (Snellen or equivalent) in either eye without corrective lenses, and visual acuity separately corrected to no worse than 20/20 (Snellen or equivalent) with corrective lenses; distant binocular acuity must be 20/20 (Snellen or equivalent) with or without corrective lenses. Near visual acuity must be corrected to at least 20/30 (Snellen; Jaeger, J-4; Snellen Metric, .75). Individuals must have the ability to distinguish colors (red, green, amber, blue, black, brown, yellow); normal visual function in the full visual field; normal depth perception; and be free from chronic or congenital disease of the eye, including glaucoma.

Hearing: Individuals must have no hearing loss greater than 30 decibels at 500, 1000, and 2000 Hz levels in either ear, and must demonstrate normal vestibular function by standard physical examination techniques. 

GS-084 (Continued)

Speech: Individuals must be free from conditions that interfere with distinct speech.

Respiratory: Individuals must have no established medical history or medical diagnosis of respiratory dysfunction likely to interfere with the ability to perform courier duties, including no recent history or likelihood of symptomatic recurrence of chronic lung disease. Use of medication for symptom control is not approved if such medication would cause side effects that may adversely affect performance.

Metabolic: A clinical diagnosis of diabetes mellitus will be evaluated on an individual basis to determine if the individual can safely and efficiently perform the duties of the position.

Genitourinary: Individuals must have no chronic symptomatic disease or condition of the genitourinary tract.

Gastrointestinal: Individuals must have no chronic symptomatic disease or condition of the gastrointestinal tract.

Cardiovascular: A clinical diagnosis of myocardial infarction, angina pectoris, coronary insufficiency, coronary thrombosis, or any other cardiovascular disease or congenital defect of the cardiovascular system accompanied by syncope, dyspnea, collapse, sudden incapacitation, or congestive cardiac failure is disqualifying. Individuals must have no clinical diagnosis of uncontrolled hypertension. Three separate blood pressure readings of 150/90 (taken on separate days without medication) will be considered presumptive evidence of uncontrolled hypertension. Applicants or employees may provide results of cardiovascular evaluation for consideration in final determination of qualifications.

Psychiatric: Individuals must have no mental, nervous, organic, or functional psychiatric disorder likely to interfere with courier duties. The determinations will be based on medical case history (including past social and occupational adjustment) and supporting findings by board-certified psychiatrists and clinical psychologists, including such psychological tests as may be required as a part of the medical evaluation.

Nervous System: Individuals must have no neurological condition that is likely to cause loss of consciousness or sudden incapacitation.

Structural/Functional: Individuals must have no established medical history or clinical diagnosis of rheumatic, arthritic, orthopedic, muscular, neuromuscular, or vascular disease that would interfere with the ability to perform courier duties. Individuals must have no deformity or disease that would interfere with range of motion or dexterity, or that is severe enough to affect adversely the full performance of courier duties.

CONTINUING POSITION REQUIREMENTS

The Department of Energy requires that persons employed in courier positions meet on a continuing basis its Personnel Assurance Program requirements, physical requirements, weapons qualifications, and first aid training requirements.

GS-085

Security Guard Series

GS-085

This is an individual qualification standard.

Note: Competition for Security Guard positions is restricted by law to persons entitled to veterans' preference as long as such applicants are available for appointment.

EXPERIENCE, EDUCATION, AND TRAINING REQUIREMENTS

The following table shows the amounts of education and/or experience required to qualify for positions covered by this standard.

GRADE	EXPERIENCE		OR	EDUCATION/TRAINING
	General	Specialized		
GS-2	3 months	None		High school graduation or equivalent
GS-3	6 months	None		1 year above high school
GS-4	6 months	6 months		2 years above high school
GS-5 and above	None	1 year equivalent to at least next lower grade level		None

Equivalent combinations of education and experience are qualifying for grade levels for which both education and experience are acceptable.

EXPERIENCE

General Experience (for positions at GS-4 and below): Experience such as administrative, technical, clerical, military, or other work that involved following written procedures, rules, or regulations in contacts with coworkers, supervisors, or members of the public to provide a service, respond to inquiries, or obtain information.

Specialized Experience (for positions at GS-4 and above): Experience such as work with a Federal, State, municipal, local, or private protective organization that involved the protection of property against such hazards as fire, theft, damage, accident, or trespass; or maintaining order and protecting life. Such experience must have provided a knowledge of protective systems and techniques. Acceptable experience includes service in the Armed Services or Coast Guard that involved the performance of guard duties on a regular or intermittent basis. For Security Guard positions in a hospital setting, experience as a psychiatric nursing assistant or a similar position safeguarding patients is qualifying.

OR

EDUCATION/TRAINING

Education: Successfully completed study at an accredited college or university in any subject is fully qualifying in the amount and level specified in the table.

Training: Successful completion of training in an accredited technical school that covered subjects such as physical security procedures, local laws, or investigative techniques is considered qualifying for specialized experience at the GS-4 level on a month-for-month basis.

TEST REQUIREMENTS

Refer to Section V of this Manual for information about test requirements.



GS-085 (Continued)

INVESTIGATION OF FITNESS

A character investigation may be conducted on applicants selected for employment. The purpose of such an investigation is to secure evidence of the candidate's honesty, integrity, general character, and loyalty to the U.S. Government. Such investigations will be conducted under the security requirements of the hiring agency.

MEDICAL REQUIREMENTS

The duties of these positions require moderate to arduous physical exertion and/or duties of a hazardous nature. The following medical requirements apply to all applicants: good near and distant vision, ability to distinguish basic colors, and ability to hear the conversational voice. Agencies may establish additional, job-related physical or medical requirements provided that the specific position(s) involves the arduous or hazardous duties to which the requirements relate.

Applicants and employees must have the capacity to perform the essential functions of the position without risk to themselves or others. In most instances, a specific medical condition or impairment will not automatically disqualify an applicant or employee. A medical condition or impairment is disqualifying only if the condition, for good medical reason, precludes assignment to or warrants restriction from the duties of the specific position. For some positions, the loss or impairment of a specific function may be compensated for by the satisfactory use of a prosthesis or mechanical aid. Reasonable accommodation shall also be considered in determining an applicant's ability to perform the duties of a position. Reasonable accommodation may include, but is not limited to the use of assistive devices, job modification or restructuring, provision of readers and interpreters, or adjusted work schedules.

All positions involving Federal motor vehicle operation carry the additional medical requirements specified in 5 CFR 930 and the "General Policies and Instructions" section of this Manual.

GS-086

Security Clerical and Assistance Series

GS-086

Use the "Group Coverage Qualification Standard for Clerical and Administrative Support Positions."

GS-090

Guide Series

GS-090

Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Technical and Medical Support Positions."

Specialized Experience (for positions at GS-4 and above): Experience that involved oral presentation of historical, scientific, or program information to groups; or developing and/or revising technical, historical, or scientific information for oral presentation to groups.

OR

Education and Training:

For GS-3: Successful completion of 1 year of study that included at least 6 semester hours in courses such as American history, science, and/or public speaking.

For GS-4: Successful completion of 2 years of study that included at least 12 semester hours in subjects such as those shown above for GS-3.

For GS-5: Successful completion of a full 4-year course of study leading to a bachelor's degree (a) with major study in fields such as those shown above for GS-3, or (b) that included or was supplemented by at least 24 semester hours in such subjects.

GS-095

Foreign Law Specialist Series

GS-095

There is no OPM qualification standard for positions in this series. These positions are in the excepted service, and the qualification requirements for them are established by the employing agency.

GS-099

General Student Trainee Series

GS-099

Use the "Group Coverage Qualification Standard for Competitive Service Student Trainee Positions," as appropriate to the appointing authority used.

GS-101

Social Science Series

GS-101

Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Professional and Scientific Positions." Positions in this series for which other requirements have been established are identified separately.

Basic Requirements:

A. Degree: behavioral or social science; or related disciplines appropriate to the position.

OR

B. Combination of education and experience—that provided the applicant with knowledge of one or more of the behavioral or social sciences equivalent to a major in the field.

OR

C. Four years of appropriate experience that demonstrated that the applicant has acquired knowledge of one or more of the behavioral or social sciences equivalent to a major in the field.